

Application # _____ Fees Paid _____
Date Received: _____ Accepted by _____
Date deemed complete _____ App Deny Conditions



Application For Preliminary Certification for Special Tax Assessment

Property Owner Information

NAME: _____

ADDRESS: _____

PHONE: _____

FAX: _____

EMAIL: _____

Property Information

STREET ADDRESS: _____

TAX PARCEL #: _____

HISTORIC NAME OF PROPERTY, IF KNOWN:

Instructions

1. Submit this completed application form to the City's Planning and Development office. The Design Review Board's schedule is available at www.greenvillesc.gov.
2. Submit the following supporting documentation:
 - Approval and or review of a Federal Tax Application from the SC Department of Archives and History, if applicable;
 - Value of the property prior to the rehabilitation;
 - Written narrative indicating how the property qualifies as 'historic' (Sec. 40-152(C) and (D));
 - Plans and other documents detailing the proposed rehabilitation; and
 - Estimated qualifying rehabilitation expenditures.
3. Submit the required application fee, made payable to the City of Greenville:
 - Applications for owner-occupied buildings - \$150.00
 - Applications for income-producing buildings - \$300.00
4. The applicant and property owner affirm that all information submitted with this application; including any/all supplemental information is true and correct to the best of their knowledge and they have provided full disclosure of the relevant facts.

In addition, the applicant and property owner affirm that the tract or parcel of land subject of this application is, or is not, restricted by any recorded covenant that is contrary to, conflicts with, or prohibits, the requested activity.

If the Planning Office has actual notice* that a restrictive covenant* is contrary to, conflicts with, or prohibits the requested activity, the office must not issue the permit unless the Office receives confirmation from the applicant that the restrictive covenant has been released by action of the appropriate authority, property holders, or by court order.

To that end, the applicant hereby affirms that the tract or parcel of land subject of the attached application is _____ or is not _____ restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the requested activity.

_____	APPLICANT
_____	DATE
_____	PROPERTY OWNER
_____	DATE

Sec. 40-153 Standards for review of rehabilitation work.

To be eligible for the special tax assessment, historic rehabilitations must be appropriate for the historic building and the historic district in which it is located. This is achieved through adherence to *the Secretary of the Interior's Standards for Rehabilitation* and applicable City of Greenville design guidelines, as from time to time are amended.

- (a) Work to be Reviewed. The following work will be reviewed according to the standards set forth above:
1. repairs to the exterior of the designated building;
 2. alterations to the exterior of the designated building;
 3. new construction on the property on which the building is located
 4. alterations to interior primary spaces; and
 5. any remaining work where the expenditures for such work are being used to satisfy the minimum expenditures for rehabilitation.
- (b) Minimum Expenditures for Rehabilitation means the owner or his estate rehabilitates the building, with expenditures for rehabilitation exceeding fifty percent (50%) of the fair market value of the owner-occupied building, or with expenditures for rehabilitation exceeding the fair market value of the income-producing building. Fair market value means the appraised value as certified to the DRB by a real estate appraiser licensed by the State of South Carolina; the sales price as delineated in a bona fide contract of sale within six months of the time it is submitted, or the most recent appraised value published by the Greenville County Tax Assessor.
- (c) Expenditures for Rehabilitation means the actual costs of rehabilitation relating to one or more of the following:
1. improvements located on or within the historic building as designated;
 2. improvements outside of but directly attached to the historic building which are necessary to make the building fully useable (such as vertical circulation), but shall not include rentable/habitable floorspace attributable to new construction;
 3. architectural and engineering services attributable to the design of the improvements; or
 4. costs necessary to maintain the historic character or integrity of the building.
- (d) Scope: The special tax assessment may apply to the following:

1. structure(s) rehabilitated; and/or
 2. real property on which the building is located.
- (e) Time Limits: Upon Preliminary Certification, the property will be assessed for two years on the fair market value of the property at the time the Preliminary Certification was made. If the project is not complete after two years, but the minimum expenditures for rehabilitation have been incurred, the property continues to receive the special assessment until the project is complete, but not for more than five (5) years (The total special tax assessment period shall not exceed ten (10) years).